



Office of Student Accounts

TITLE IV CREDIT BALANCE AUTHORIZATION FORM

The Higher Education Act requires that Title IV funds are to be used for authorized charges in the form of tuition, fees, and room and board as assessed by the University. Title IV funds include: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study, Federal Direct Loans, Federal Direct PLUS Loans, TEACH Grants, etc. Fees assessed by the University, such as housing damage charges, transition fees, etc., are not authorized charges for which Title IV funds can be automatically applied. Students can authorize the University to apply Title IV credit balances to non-authorized charges. Parents who have borrowed under the Federal Direct PLUS Loan program on a student's behalf can authorize that any applicable Title IV credit balance be disbursed to the student. These authorizations are completely voluntary and can be revoked at any time. Any such authorization or revocation takes effect as of the date indicated on this form.

_____ I (*the student*) authorize Longwood University to apply any applicable Title IV credit balances to any non-institutional charges on my student account (**institutional charges** include tuition, fees, room charges, and meal plan charges), and I understand that this choice is optional.

_____ I (*the student*) authorize Longwood University to apply any applicable Title IV credit balances to pay up to \$200 toward prior year non-institutional charges.

_____ I (*the parent*) authorize Longwood University to apply any applicable credit balances from my Parent Plus loan to any non-institutional charges on my student's account (institutional charges include tuition, fees, room charges, and meal plan charges), and I understand that this choice is optional.

_____ I understand this authorization is voluntary, takes effect as of the date indicated on this form, and will remain valid as long as I am enrolled at Longwood University. I may rescind this authorization by completing a new Title IV authorization form at any time and submitting it to the Office of Student Accounts.

To CANCEL authorization:

_____ I would like to cancel any prior authorizations.

Student/Parent Signature: _____

Date: _____

Student Name: _____

Student ID Number: _____

Phone Number: _____

Email Address: _____

Please email, mail or fax this form to:

- studentaccountsoffice@longwood.edu
- Longwood University
Office of Cashiering & Student Accounts, 201A Eason Building
Farmville VA, 23909